Minutes of DfT Executive Committee

Date: Tuesday 13 July 2010
Time: 0900-1100
Venue: Room 5/13, Great Minster House

ExCo Members
Steve Gooding (Chair)
Mike Mitchell
Bronwyn Hill
Richard Hatfield
Clare Moriarty

Other Attendees
xxxx (Private Office)
xxxx (Secretariat)

Apologies
Robert Devereux

Attendees for Papers
Helen Morris (Item 1)
xxxx (Item 1)
Giles Buckenham (Item 1)

Helen Morris (Item 1)
xxxx (Item 1)
Tracey Waltho (Item 2)
Kieran Rix (Item 2)

Bob Linnard (Item 3)

Item 1: Organisational Change

1. ExCo discussed the reactions to Robert Devereux’s meetings with staff the previous week, along with proposals for future communication to and engagement with staff.

2. ExCo agreed:

   i) the broad thrust, subject to a) drafting suggestions to go to the Change Programme Team and b) clearance with Giles Buckenham, of a “heads up” message to staff to go out the same day;
       Action: DGs/Change Programme Team/Giles Buckenham
   
   ii) the contents of an article for the following day’s “Bulletin”;
       Action: Change Programme team to pass to Internal Communications Team
   
   iii) that Questions and Answers, to be expanded to include potential questions regarding DfT Executive Agencies, would be published on Transnet by the end of the week, following clearance with HR;
       Action: Change Programme Team
   
   iv) that a meeting of DfT(c) directors would take place at 1pm the following Monday.
       Action: Steve Gooding to ask Internal Communications Team to arrange

The names of non-SCS staff have been redacted in accordance with DfT’s publication policy.
3. ExCo also discussed accommodation requirements for a potential restructured Department and agreed a recommendation to put to Robert Devereux on his return from leave.

   Action: Clare Moriarty to ask Valerie Vaughan-Dick to prepare a submission to Robert Devereux

Item 2: Spending Review Update

4. ExCo discussed progress towards providing DfT’s required modelling for potential 25% and 40% cuts in its resource budget.

Item 3: Rail Franchising

5. Bob Linnard introduced his paper, which set out the political and financial risks around implementing the Coalition Government’s policy of letting out longer franchises to Train Operating Companies.

6. ExCo provided Bob Linnard with feedback for his consideration prior to issuing a consultation document to stakeholders on rail franchising options.

Item 4: Possible SCS Moves

7. Potential SCS moves were discussed. Clare Moriarty agreed to feed back ExCo’s views to the HR SCS Manager.

   Action: Clare Moriarty